


Policy # xxx	CITY OF FAYETTEVILLE STANDARD POLICY DOCUMENT	
	Open Data	
	Effective Date: xx/xx/2019	Revised Date: xx/xx/2019

I. Purpose:

To provide guidelines and to implement best practices for City of Fayetteville (COF) employees in the distribution of open data and the implementation of open data projects. This policy applies to all City departments, employees, contractors, vendors, volunteers, or others working on behalf of the City who are responsible for creating data or performing open data related activities.

II. Definitions:

Department – Any COF department, office, administrative unit, commission, board, advisory committee, or other division of government within the official jurisdiction of the City.

Data – Final versions of statistical or factual information; in alphanumeric form reflected in a list, table, graph, chart, or other non-narrative form, that can be digitally transmitted or processed; information regularly created or maintained by or on behalf of and owned by a department that records a measurement, transaction, or determination related to the mission of a department; information provided to a department by other governmental entities; information provided to a department by other outside entities including residents.

Data Governance Board – A COF committee comprised of select COF personnel tasked with creating and enforcing the data governance policy. The Data Analytics Team will chair and comprise the core of the Data Governance Board.

Data Set – A named collection of related records on a storage device, with the collection containing individual data units organized or formatted in a specific and prescribed way, often in tabular form, and accessed by a specific access method that is based on the data set organization.

Data Steward – A COF employee or group of COF employees designated by a Department to act as the coordinator(s) of data maintenance and distribution efforts for that Department. Examples of related functions include analyst, GIS staff, Data Analytics Team members, financial and budget staff.

Machine Readable – Data in a format that is reasonably structured to allow for automated processing including, but not limited to, application programming interfaces (API). Formats may include CSV, JSON, RDF, RSS, XLS, XLSX, and XML.

Metadata – A set of data that describes and gives information about other data.


Open Data – Any COF data shared freely with the public in accordance with NCGS-132.

Open Format – Any widely accepted, nonproprietary, platform independent, machine-readable method for formatting data that permits automated processing of such data and facilitates search capabilities.

Portal – A means, typically a technological application, for publishing open data for use, reuse, and/or distribution

Protected Data – Any data not freely available to the public due to restrictions imposed by local, state, and/or Federal laws or regulations.

Publishable Data – Data not protected or deemed sensitive which can be released to the public.

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III. Policy:

1. Program

1.1 The Open Data Program will accomplish the following:

- 1.1.1. Proactively release publishable COF data to appropriate portals, making that data freely available in appropriately varied and useful machine readable formats
- 1.1.2. Maintain high quality, updated data and associated documentation
- 1.1.3. Measure the effectiveness of data made available through this program by connecting open data efforts to the City’s strategic priorities
- 1.1.4. Minimize limitations on the disclosure of public information while appropriately safeguarding protected and sensitive information
- 1.1.5. Support innovative uses of COF’s publishable data by agencies, the public, and other parties
- 1.1.6. Internal and external access to data – including rules for dashboards and other data tools
- 1.1.7. Communications of data - including advanced notice of changes and deadlines

1.2. The development and implementation of these practices shall be overseen by the Chief Information Officer (CIO)

1.3. The requirements of this policy shall apply to any City department, office, administrative unit, commission, board, advisory committee, or other division of City government including the records of third party agencies that create or acquire information, records, or data on behalf of a COF agency provided that said third party data has been appropriately requested by COF and contains no proprietary information

1.4. Funding requests to achieve program goals shall be submitted by the CIO for consideration during the annual budget creation and approval process


2. Governance

2.1. Data governance will be conducted in accordance with COF administrative policy 600 – Data Governance

3. Progress

To ensure the effectiveness and value of COF’s Open Data Program, the CIO will track the following:

- 3.1. Percent of departments that have completed their dataset inventory
- 3.2. Percent of departments that have completed publishing their available open data
- 3.3. Percent of inventoried data that has been published
- 3.4. Number of visitors to the open data portal
- 3.5. % reduction in the number of public records requests

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4. Location

- 4.1. COF will maintain a publicly available location where published data will be available for access and use
- 4.2. Published data shall be placed in the public domain
- 4.3. Each published dataset should have accompanying, publicly available metadata to include a data dictionary with information about field labels and values

5. Restrictions

- 5.1. Data restrictions apply to all data from which COF is restricted from publishing under State and/or Federal law, all data COF is permitted to withhold under State or Federal law, and all data COF has elected to withhold from disclosure
- 5.2. Department Directors are ACCOUNTABLE for ensuring that access to restricted data is handled appropriately according to COF Administrative Policy 600 – Data Governance and applicable State and Federal law

6. Release and Purging of Data

- 6.1. The Data Governance committee shall develop and disseminate procedures for releasing and purging data from the Open Data Program

Initiating Department: City Manager’s Office

Telly Whitfield, Assistant City Manager *Date*

Approved By:

Douglas J. Hewett, City Manager, ICMA CM *Date*